

**Grigoriants  
TABLE OF CONTENTS**

Table of Contents .....	1
Course Description .....	1
Student Learning Outcomes.....	1
Materials .....	1
Contact Info.....	1
Course Outline And Suggested Course Schedule.....	2
Grading.....	2
Policies And Procedures.....	3

**COURSE DESCRIPTION**

This is practical hands-on, entry level and fully online course. Topics covered will include the desktop, manipulating Windows, using Help, launching applications, managing files and folders with Explorer and My Computer, as well as handling disk maintenance.

**STUDENT LEARNING OUTCOMES**

A successful student will be able to do the following by semester’s end:

- Work with the Windows desktop, taskbar, menus, dialog and message boxes property sheets, icons, and toolbars and buttons
- Copy and move data between programs
- Manage file and folders with Windows Explorer
- Use Help and Support
- Customize the desktop and secure a computer

**MATERIALS**

- **Textbook (need only one):**
  - Microsoft Windows 7: Illustrated Introductory by Johnson, ISBN 9780538749053 OR
  - GO! with Windows 8: Introductory by Gaskin, ISBN 9780133028911 OR
  - **GO! with Windows 10: Introductory by Gaskin, ISBN 13: 978-0-13-3839821**
- **Software:** Windows 7 or Windows 8, Adobe Reader (free from adobe.com), and MS PowerPoint or PowerPoint viewer (free from Microsoft). Windows 7/8/10 can be obtained for free through ImagineX (former DreamSpark , former MSDNAA). Contact your instructor for further details.
- **USB drive** (1GB is sufficient, optional)
- **The Internet:** You must have access to a computer with a reliable Internet connection, e-mail, Adobe Reader (free from adobe.com), a newer version of Internet Explorer or Firefox browser, and MS Word. 3G/4G Internet connection might be insufficient.

**CONTACT INFO**

Email: [ngrigoriants@saddleback.edu](mailto:ngrigoriants@saddleback.edu)

**Do not hesitate to email me if you need any help. When in doubt email!** Email me immediately if you experience any course related problems. I will do my best to reply next school business day. In the subject line specify semester and course, your last and first name, and assignment number followed by brief description of an issue. For example, *283A Off Proc June 12 Jones, Lee B3 cannot print*. Review presentation on email etiquette (in Blackboard). Send emails only from your school email account. Attach a file if needed. Screen shots of a problem speed up problem resolution time process. Emails that do not follow the format above and email etiquette will be rejected.

## COURSE OUTLINE AND SUGGESTED COURSE SCHEDULE

Week	Topic	Assignment	Points	
1-2	<b>Understanding Basic Computer Hardware &amp; Introducing Windows</b> <ul style="list-style-type: none"> <li>▪ Input and output devices, processor and storage</li> <li>▪ Using the desktop</li> <li>▪ Using menus, toolbars, and panes</li> <li>▪ Using Windows Help and Support</li> </ul>	Assignment A2	10	
		Email Etiquette Quiz	20	
3	<b>Getting Started with Windows 10 (Chapter 1)</b> <ul style="list-style-type: none"> <li>▪ Explore Windows 10</li> <li>▪ Use File Explorer to create a new folder, display locations, rename, copy, and save a file</li> <li>▪ Manage user accounts</li> <li>▪ Use OneDrive as Cloud Storage</li> </ul>	Assignment 1A	10	
		Assignment 1B	10	
		Assignment 1F	20	
		Concept Review Quiz	20	
4	<b>Use Backup and Recovery Tools (Chapter 2)</b> <ul style="list-style-type: none"> <li>▪ Use File History and System Image</li> <li>▪ Use System Restore and Create a Recovery Drive</li> <li>▪ Use PC Reset</li> <li>▪ Discover Windows Entertainment, Information , and Productivity Apps</li> </ul>	Assignment 2A	10	
		Assignment 2B	10	
		Assignment 2G	20	
		Concepts Review Quiz	20	
5-6	<b>Advanced File Management and Adv Searching (Chapter 3)</b> <ul style="list-style-type: none"> <li>▪ Navigate by using the Address Bar</li> <li>▪ Manage Folder Option and Views</li> <li>▪ Create and navigate Favorites</li> <li>▪ Recognize file types and associate file with programs</li> <li>▪ Use Search Tools in File Explorer</li> <li>▪ Use the Taskbar Search bar and search with Cortana</li> </ul>	Assignment 3A	10	
		Assignment 3B	10	
		Assignment 3G	20	
		Concepts Review Quiz	20	
7	<b>Searching the Web, Using Apps, Utility and Accessibility, Securing Your Computer (Chapter 4)</b> <ul style="list-style-type: none"> <li>▪ Explore Web Browsers and Search engines</li> <li>▪ Windows 10 Utility and Easy of Access Apps</li> <li>▪ Understand viruses and spyware</li> <li>▪ Explore Windows Defender and Firewall</li> <li>▪ Explore Windows update and Privacy settings</li> </ul>	Assignment 4A	10	
		Assignment 4B	10	
		Assignment 4D	20	
		Concepts Review Quiz	20	
8	<b>Securing Your Computer (UNIT F)</b> <ul style="list-style-type: none"> <li>▪ Manage processes by using Task Manager</li> <li>▪ View performance and app history</li> <li>▪ View startup programs and users in Task Manager</li> <li>▪ Create a System Diagnostics Report</li> <li>▪ Manage Services by using the Services Console</li> </ul>	Assignment 5A	10	
		Assignment 5B	10	
		Assignment 5D	20	
		Concepts Review Quiz	20	
<b>FINAL (Comprehensive) will be open on the last day of the course 12:01am – 11:59pm</b>			<b>100</b>	
<ul style="list-style-type: none"> <li>▪ All assignments and the final must be submitted by 11:59pm on the last day of the course</li> <li>▪ Most of the assignments are due on Sundays at 11:59pm</li> </ul>			<b>Total</b>	<b>430</b>

### GRADING

Grade	Range, %	Min Pts	Max Pts
<b>A</b>	>90%	315	350
<b>B</b>	>=80% AND <90%	280	314
<b>C</b>	>=70% AND <80%	245	279
<b>D</b>	>=60% AND < 70%	210	244
<b>F</b>	>0 AND < 60%	0	209

## POLICIES AND PROCEDURES

- **This course is recommended for self-disciplined students with strong time management skills.** Take a brief quiz to see if you are ready to take an online course: <http://www.saddleback.edu/de/DEquiz.html>
- **I want you to succeed!** Although we do not have assigned due dates, I strongly recommend to complete at least 2-3 assignments per week. Please get the textbook as soon as possible.
- The help is just an email away! Do not hesitate to email me if you need any help.
- Students are responsible for checking their emails and Blackboard account on the regular basis.
- Course outline and suggested course schedule are subject to revisions
- **Participation and Progress:** if you do not submit any assignments in two consecutive weeks, you will be dropped.
- **Plagiarisms:** Your assignments must be your work ONLY. Copying someone else's assignment is considered cheating and is not acceptable. Any student who violates this rule may be given a failing grade in the class. If you need help, email and get it from me. But if you turn an assignment that is a copy of someone else's, do not expect full credit for it—even if you were the person who actually did it! Academic dishonesty, including, but not limited to falsification, plagiarism, cheating or fabrication, which compromises the integrity of an assignment, a college record or a program is in violation of Saddleback College's student Code of Conduct. Please review your Student Handbook to fully understand your responsibilities within this important college policy: <http://tinyurl.com/saddleback-handbook>
- **Computer Lab:** Computers are available in the Information Management Center (IMC) located in BGS 248. For more details go to <http://www.saddleback.edu/bsed/imc/> .
- **Pass/No Pass:** Each student may elect, no later than the end of the first 30 percent of the term, whether the basis of evaluation is to be "pass-no pass" or a letter grade. Students enrolled in this class for Pass/No Pass must receive 70% or more of the total possible points to obtain credit. If you choose a letter grade, you do not have to do anything. To elect pass/no pass, contact Admissions and Record. For more details go to <http://tinyurl.com/pass-nopass> .
- **Auditing:** Auditing classes is prohibited. Only registered students are allowed to attend classes. For more details go to <http://tinyurl.com/saddleback-auditing>
- **Withdrawals:** It is the student's responsibility to officially withdraw (drop) from the class by the appropriate dates.
- **Important deadlines:** To find important deadlines, go to <http://www.saddleback.edu/>, then →Online Education → Class Schedule → Computer Information Management → locate your course → click on Details link. Use *Click on the  to set a personal reminder for that date* feature to set reminders. Once deadline for *Drop with 'W' Grade* passes a grade has to be given.
- **Special needs:** Students with specific disabilities, who believe they need accommodations in this class, are encouraged to contact both the instructor and Special Services (DSPS) as soon as possible to ensure that such accommodations are implemented in timely fashion. DSPS is available to facilitate the accommodation process. All information will remain confidential. DSPS is located in the Student Services Center, Room 113. DSPS website: [saddleback.edu/dsps/](http://saddleback.edu/dsps/)
- **Accommodations:** *This course meets the requirements set forth in the accessibility check list and universal design grid provided by Special Services. The Web pages, video presentations, text books and class materials in this course are accessible to students with disabilities.*
- **Privacy:** The Family Rights and Privacy Act of 1974 restricts the release of certain student information such as grades. Therefore, please do not call for grade information. Your grades will be made available through the My Grades link found in Blackboard, and final course grade will be posted through MySite.